

## **General information**

### AUTUMN SEMESTER

Term of classes: 1 September 2014 – 5 December 2014

Deadline for paying the tuition fee:

Instalment 1: 5 September 2014

Instalment 2: 15 October 2014

Autumn break: 27-31 October

Deadline for submitting the thesis: 28 October

Exam period for those taking the final examination: 17 November – 5 December

Examination period: 8 December 2014 – 20 January 2015

Final examination period: 6-20 January

Degree award ceremony: 13 February

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### SPRING SEMESTER

Term of classes: 2 February 2015 – 8 May 2015

Deadline for paying the tuition fee:

Instalment 1: 20 January 2015

Instalment 2: 15 March 2015

Spring break: 7-10 April

Deadline for submitting the thesis: 25 March

Exam period for those taking the final examination: 27 April – 22 May

Examination period: 11 May – 12 June

Final examination period: 1-16 June

Degree award ceremony: 2-3 July

## **Bank holidays and working days in 2014-2015:**

- Working day 18 October 2014 (Saturday)
- Memorial day of the 1956 Revolution 23 October 2014
- Holiday 24 October 2014
- All Saints' Day 1 November 2014
- Working day 13 December 2014 (Saturday) (Exam period)
- Holiday 24 December 2014
- Christmas 25 – 26 December 2014
- New Year's Day 1 January 2015
- Holiday 2 January 2015 (Friday)
- Working day 10 January 2015 (Saturday)
- Easter Monday (Holiday) 6 April 2015
- Labour Day (Holiday) 1 May 2015 (Friday)
- Pentecost Monday (Holiday) 25 May 2015
- Working day 8 August 2015 (Saturday)
- Holiday 21 August 2015 (Friday)

## **Monthly breakdown**

## **2014**

### **August**

Enrolment and registration:

7 August- 5 September

action by: students

List of courses made available in the ETR

7 August

Registration for courses in the ETR for the autumn semester of the 2014–2015 academic year

29 August – 5 September

action by: students

Orientation days

25 - 29 August

### **September**

Beginning of classes

1 September

Issuing certificates of student status through the MODULO system – for enrolled and registered students

from 1 September

Opening ceremony of the academic year

2 September 4 pm

*Medical School Assembly Hall*

Enrolment and registration deadline (submission of first-year students' enrolment forms at the RO Customer Service or by post)

5 September 4 pm

action by: students

Payment of the first instalment of the tuition fee

5 September

action by: students

Due to back office work required for enrolment, the Registrar's Office is closed in the afternoon

8 -12 September

Teaching staff meeting

10 September

"Withdrawal" from courses and late registration for courses in the ETR

19 September

action by: students

### **October**

Withdrawal from registration in the ETR

3 October

action by: students

Deadline for payment of the second instalment of the tuition fee

15 October

action by: students

Registration for the final exam and submission of thesis to the RO for students taking the exam in January 2015

28 October

action by: students

Autumn break

27 - 31 October

(Opening hours of the RO Customer Service during the autumn break: Tuesday–Thursday: 10:00–12:00)

### **November**

Registration of the topic of thesis

by Week 10 (7 November)

action by: students

End of classes for those taking the final exam

14 November

Beginning of exam period for those taking the final exam

17 November

### **December**

End of exam period for those taking the final exam

*(If the deadline is not met, the RO will be unable to issue the pre-degree certificate. Therefore, the students concerned may not take the final exam in January 2015.)*

5 December

End of classes

5 December

Issuing the pre-degree certificate for those taking the final exam

from 8 December

action by: RO

Entering the grades of those taking the final exam in the ETR

8 December (12 o'clock)

action by: departments

Beginning of the exam period

8 December

## **2015**

### **January**

Final examination period

6-20 January

Final examination period for disciplinary MA students

6-8 January

Final examination period for students studying in a BA degree programme

9-13 January

End of the examination period

(The exam period from 8 December 2014 to 16 January 2015 includes both the exam period and the resit exam period.)

20 January

Payment of 50% of the tuition fee

20 January

action by: students

Registration of exam grades in the ETR

21 January (12 o'clock)

action by: lecturers

Complaints regarding exam grades to be submitted to the departments

30 January

action by: students

Registration for the spring semester of the 2014–2015 academic year

21 January–6 February

action by: students

Registration for courses in the ETR for the spring semester of the 2014–2015 academic year

26 January–6 February

action by: students

### **February**

Beginning of classes

2 February

Issuing certificates of student status – through the MODULO system – for enrolled and registered students

from 2 February

Submission of enrolment forms by students starting their studies in the spring semester

6 February

Teaching staff meeting

11 February 2pm

action by: Faculty Director

Degree award ceremony (The RO will be closed during this time)

13 February

“Withdrawal” from courses and late registration for courses in the ETR

20 February

action by: students

### **March**

Withdrawal from registration for the semester in the ETR

6 March

action by: students

Deadline for the Payment of the other 50% of the tuition fee

15 March

action by: students

Registration for the final exam and submission of thesis to the RO for students taking the exam in June 2015

25 March

action by: students

### **April**

Spring break (including the doctoral programmes)

7–10 April

(Opening hours of the RO Customer Service during the spring break: Monday–Friday: 10:00–12:00!)

Beginning of the exam period for those taking the final examination

27 April

### **May**

End of classes

8 May

Beginning of the exam period

11 May

End of exam period for those taking the final examination

*(If the deadline is not met, the RO will be unable to issue the pre-degree certificate. Therefore, the students concerned may not take the final exam in June 2015.)*

22 May

Entering the grades of those taking the final examination in the ETR

26 May (12 o'clock)

action by: departments

Issuing the pre-degree certificate for those taking the final examination

from 18 May

(During this time, the RO Customer Service will be open on Monday–Friday 10:00–12:00 between 19–30 May !)

action by: RO

### **June**

Final examination period

1-17 June

Final examination period for disciplinary MA students

1-5 June

Final examination period for students studying in a BA degree programme

4-10 June

End of the examination period and the semester

12 June

Submission of application for dormitory placement

17 June

action by: students, SBDC

Registration of exam grades in the ETR

15 June (12 o'clock)

action by: lecturers

Complaints regarding exam grades to be submitted to the departments

29 June

action by: students

### **July**

Degree award ceremony

2-3 July